

## DPW Building Committee

August 21, 2018

(posted)

Present: Jason Burbank (5:10), Jay Dipucchio, Ariel Elan, Mark Fairbrother, Pam Hanold, David Jensen (5:12), Bob Macewicz, Ken Morin, Mark Williams. Absent: Richard Widmer.  
Town Hall staff: Steve Ellis (TA), Tom Bergeron(DPW), Walter Ramsey (Planner).  
Public: Peter and Jeanne Golrick, John Hanold, Melissa Frydlo (Context Capital Asset Management, LLC).

Ken Morin opened meeting at 5:05.

Minutes: Motion to accept Jay Dipucchio, 2<sup>nd</sup> by Pam Hanold. 7-0.

Review of the OPM conference. It was well attended by interested parties. There was a discussion at the site visit about where the entrance should be and should there be two.

Someone wanted to know about where 3-phase electrical is at present.

Steve: We received no questions from bidders subsequent to the conference.

Lists of meeting attendees and also interested parties were distributed to the committee members.

META grant: Does the grant cycle work well with our design/construction timeline? A: It should.

Jeanne Golrick: Where do we see a copy of the conceptual floor plan? A: There have been no new versions of the previously shown plans available at Planning or the BoS or the Town website.

Review and acceptance of proposed bid evaluation rubric:

Steve: The town adopted a set of designer evaluations. It is very detailed and in conformance with the regulations. We want to arrive at three finalists from the interested firms. The committee will choose a candidate to recommend to the BoS for selection. This is a qualification-based exercise, not price-based.

Bid opening is September 6, 2018 at Town Hall.

Steve led a discussion/overview of the process we will be following.

Motion to describe the process as amended by Jay Dipucchio, 2<sup>nd</sup> by Ariel Elan. 9-0

Motion to appoint Pam Hanold, Mark Williams, and Bob Macewicz to the DRP by Jay Dipucchio, 2<sup>nd</sup> by Mark Fairbrother. 9-0

DRP committee: Steve Ellis, Walter Ramsey, and the above committee members.

Evaluation rubric: This will be used by the DRP, not the full committee. Walter will confirm which firms meet the minimum requirements. Walter went over the proposed rubric with the committee.

Motion to approve the evaluation rubric as amended, by Jay Dipucchio, 2<sup>nd</sup> by Pam Hanold. 8-1

**September 6, 2018**, Bid opening, Town Hall at 2:01 PM

Next regular meeting: **October 2, 2018 @ 5:00 PM**

Motion to adjourn at 6:30 by Jay Dipucchio, 2<sup>nd</sup> by Jason Burbank. 9-0

Attach:

Montague PWFBC Overview of OPM Bid Review Process

List of interested firms  
List of conference attendees  
Revised evaluation rubric